

STANDARD FORM NO. 64

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TO : Deputy Director of Training (General)

FROM : Chief, Orientation & Briefing Division

SUBJECT: Report for Week 2-8 October 1952

DATE: 9 October 1952

I. INDOCTRINATION

1) During the regular weekly Indoctrination Course on Monday, 6 October, 1952, we had almost a capacity attendance with [] newcomers.

2) In our weekly report of 25 September 1952, we indicated in 1(e) that [] junior field officers of [] would attend the Indoctrination Program on Monday, 6 October 1952. Subsequent discussion with [] of the [] Office of Operations, indicated that the field men who were to attend on this date have been rescheduled to come to Washington in November to attend the quarterly Orientation Course.

3) On occasions, we are glad to have people who have been in CIA for quite some time come to our weekly Indoctrination Program so that they better understand what is available for others in their offices. [] is going to attend in this capacity next Monday, 13 October 1952.

4) Spoke [] Special Assistant to the Director, and to [], who is a Staff Assistant to the DDP, to get the latest information on DDP office titles. We were informed that the decision has now been made by the Director and that the titles will probably be official after Friday. These titles, of course, are part of our organizational display work.

II. ORIENTATION

1) Preliminary planning work has been accomplished on the format of the Orientation program for November. This will be discussed with the DD/TR(G) during the coming week.

III. PRESENTATIONS

1) After preliminary discussions with the DD/TR(G) regarding the format of the presentation to be made by the Office of Training on 15 October, our facilities have been utilized in attempting to evolve the type of visual aids needed.

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25 YEAR RE-REVIEW

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IV. SPECIAL

1) Received a call from Captain William L. Culbertson, CIC Liaison Officer in G-2, Department of the Army, regarding a special presentation required at CIC Headquarters. [redacted] Captain Culbertson stated that they required a presentation along operational lines. I suggested that the request come through formal channels to the DCI, Attention: Director of Training, and that the best man available would be chosen.

2) On Thursday, 2 October, conducted a special program for the junior officers [redacted] In keeping with prior arrangements, the personnel of the Institute used our facilities and were most appreciative of the courtesy we extended. Mr. Theodore M. Nordbeck, Chief, Division of Acquisition and Distribution, Office of Libraries and Intelligence Acquisition, Department of State, made the first presentation. This was followed by a lecture given by [redacted] on clandestine operations. The Chief, Orientation and Briefing Division, covered the mission, scope, responsibilities, and the organization of the Central Intelligence Agency.

3) At the suggestion of the Director of Training, the Chief, Orientation and Briefing Division, met with the AD/ORR, Mr. Robert Amory, to discuss his needs for a presentation to be made by him at the Naval War College, Newport, Rhode Island. To comply with his wishes, we are getting slides and certain forms made up, and at the same time getting additional copies for retention in this office so that they will be available for others who might be making like presentations.

4) We have also made arrangements through the Liaison section of OCD to get current copies of departmental charts of the IAC Agencies, i.e., State, Army, Navy, etc., and also current copies of the charts of their intelligence organization. In so doing, we will be able to more readily comply with requests that we receive from time to time for material of this type.

5) Traveled south and made a special presentation for Colonel [redacted]. The group in attendance was the largest that I have appeared before at this location. [redacted] felt that the need for the program would not be as frequent as in the past since there has been a reduction in personnel.

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6) We are making every effort to get proper replacement for [redacted] who is leaving on 28 October 1952. We have been receiving splendid cooperation from [redacted] and Personnel, and apparently we will be able to have the gap closed so that we will not be weakened at the time when assistance here is most required, which is prior to the Orientation program.

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Chief, Orientation and Briefing Division

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lcc: Chief, Plans and Policy Staff, OTR

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